

Dear Sir/Madam,

I am writing this letter to introduce myself and to express my motivation for working as an intern at your company.

My name is and I am years old. I have been studying for years at Adnan Menderes University in Aydın / Turkey. I am interested in having a 2 months summer internship in your company/Institution by the Erasmus Placement grant of our university and in case of getting this grant, I will be able to afford for all my needs (accommodation, travel, etc...) during the internship period.

I would like to do an internship at your company/Institution. I believe this internship would provide me with the opportunity to develop my professional skills. As an intern, I believe I can contribute your company's/Institution's workflow.

In addition, I hope an internship experience at your company/Institution will provide me an idea about my future studies and will be a crucial step for my future education in professional career.

My CV, enclosed herewith for your consideration, includes additional information on my experience and skills. I hope you will take this letter as a proof of my interest and motivation to have an internship in your company/Institution.

I am looking forward to hearing from you at your earliest convenience.

Thank you for your time and consideration.

Sincerely yours,

Name-Surname

Contact Details